

SPECIAL REVENUE FUNDS

Program Summary

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes. A summary of the Special Revenue Funds as presented in the budget document behind the "Special Revenue" tab are shown below.

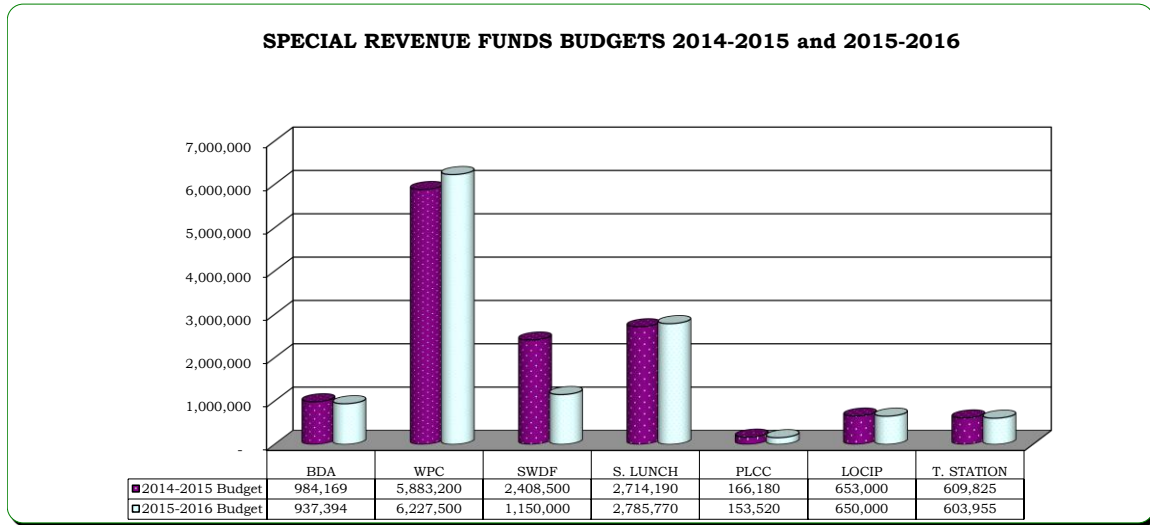
The Special Revenue Funds in the 2015-2016 budget consist of the following:

- COMMUNITY DEVELOPMENT BLOCK GRANT - BRISTOL DEVELOPMENT AUTHORITY
- SEWER (WPC) OPERATING AND ASSESSMENT
- SOLID WASTE DISPOSAL
- SCHOOL LUNCH PROGRAM
- PINE LAKE CHALLENGE COURSE
- LOCIP PROJECTS
- TRANSFER STATION

Below is a listing of the Special Revenue Funds' prior year expenditures (2013-2014) as well as budgets for fiscal year 2014-2015 and fiscal year 2015-2016.

Special Revenue Funds Budgets and Expenditures			
	2013-2014	2014-2015	2015-2016
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Community Development Block Grant (BDA)	859,363	984,169	937,394
Sewer (WPC) Operating and Assessment	5,564,626	5,883,200	6,227,500
Solid Waste Disposal	2,526,748	2,408,500	1,150,000
School Lunch Program	3,235,660	2,714,190	2,785,770
Pine Lake Challenge Course	128,780	166,180	153,520
LOCIP Projects	540,000	653,000	650,000
Transfer Station	508,294	609,825	603,955
Total Special Revenue Funds	<u>\$13,363,471</u>	<u>\$13,419,064</u>	<u>\$12,508,139</u>

Special Revenue Funds – (continued)



COMMUNITY DEVELOPMENT BLOCK GRANT BRISTOL DEVELOPMENT AUTHORITY

Justin Malley, Executive Director
Office: (860) 584-6185
justinmalley@bristolct.gov

Service Narrative

The office of the Bristol Development Authority (BDA) is responsible for economic and community development in the City of Bristol, and is the successor agency to the Redevelopment Agency. The department is also responsible for writing and administering major grants. The department is governed by a nine-member, bi-partisan Board that is chaired by the Mayor. The Board has full responsibility for the Community Development Block Grant (CDBG) programs, reviews applications for the Neighborhood Assistance Act, and oversees redevelopment activities which include the industrial park programs and tax abatements.

The BDA office has six staff persons, each one of which administers or generates special revenue. The grants administrator and development/grants assistant positions are funded directly by the City, while four other positions – the Executive Director, the Community Development Coordinator, the Housing and Projects Specialist, and the department’s Administrative Assistant – are funded by both the City and the Federal government. The Federal government requires a specific accounting for each portion of the salaries. All activities herein have been and will be accomplished within the confines of available personnel and budgets.

For more than a decade, economic development efforts have concentrated upon attracting, retaining, and growing industrial, office, medical, and retail establishments in the City. This strategy helped to grow the commercial/industrial tax base and demonstrated the need to bring ready-to-build industrial land to the market. Approximately 36 acres of industrial park land is now available in the Southeast Bristol Business Park. One major component of the BDA’s economic development effort is to attract new businesses to Bristol in order to increase the tax base, provide jobs, and stimulate economic development in other ways. Part of this process includes promoting

Special Revenue Funds – (continued)

the many qualities that make Bristol an ideal location to set up shop, from its educated and hard-working workforce to potential tax abatements and grant funding.

Downtown redevelopment, including the West End neighborhood, is a priority for the BDA. As much a fundamental quality of life issue as an economic development one, downtown redevelopment is part of a continuing effort to improve the physical environment, to attract new businesses, and to establish a new sense of purpose for the City center. The creation of a private corporation in 2007 by the Mayor and City Council gave authority for development of the 17-acre former mall site to a private, non-profit entity – the Bristol Downtown Development Corporation (BDDC). For more information on the BDDC, see pages 165.

Fiscal Year 2015 Major Service Level Accomplishments

Economic Development

- Sold a 15,000 square foot portion of Lot #11 of the Southeast Bristol Business Park to CMI Specialty Products for a building expansion.
- Coordinated Urban Jobs tax abatements for Royal Screw Machine Products and Century Spring Manufacturing Company associated with their expansions in Bristol.
- Provided an economic development grant of \$62,250 to Barter Business Unlimited (BBU) to help purchase and renovate 105 Laurel Street.
- Initiated a façade improvement program for commercial properties in the downtown and West End.
- Launched the *BDA Buzz*, the department’s first substantial newsletter dedicated to economic and community development.
- Invested in the West End streetscape through a small project to provide fresh plantings and replace areas of sidewalk in need of repair.
- Promoted development opportunities for the vacant O’Connell and Bingham schools, resulting in a total of seven development proposals for the properties.
- Worked with the Land Use Office, Bristol Planning Commission, and Bristol Zoning Commission to amend the Bristol Zoning Regulations to bring high-tech light manufacturing to downtown Bristol.
- Coordinated the demolition of a blighted metal structure on the former Truden & Platt site on Downs Street and also funded the demolition of the former Sabino’s Restaurant as part of the historic Muzzy Field improvements.
- Launched StartUP Bristol, an innovative business plan competition designed to bring startup companies to Bristol.
- Coordinated a Mayor’s Economic Development Grant to Pediatric Care Center as an incentive to build a new medical care facility on Farmington Avenue.
- Coordinated a Mayor’s Economic Development Grant to GMN USA as an incentive to build a new manufacturing facility in the Southeast Bristol Business Park.

Grants

Funding Highlights

- The City was awarded funding from CT DECD to conduct a Phase III environmental assessment at 894 Middle Street, a roughly 15-acre property with tremendous economic development potential once it is free of contaminants.
- Connecticut Department of Transportation: Funds were awarded for a Traffic Signalization Grant to upgrade traffic signals at 23 intersections. The project is in the design phase.

Special Revenue Funds – (continued)

Ongoing Grant/Project Administration

- Administer the Hazard Mitigation Grant Program home acquisition program funded by the Federal Emergency Management Agency in 2014.
- The City of Bristol was lead applicant with the Town of Plainville and the Town of Plymouth for a \$200,000 grant award from the U.S. Economic Development Administration to provide regional flood mitigation solutions for the Pequabuck River. This project is ongoing, with an anticipated completion date of September 2015.
- Work with the Bristol Property Renewal Corporation (BPRC) concerning Brownfields issues, focusing on the environmental assessment being conducted at 894 Middle Street, and updating the brownfield assessment of the former J.H. Sessions factory at 273 Riverside Avenue in anticipation of possible cleanup and disposition of the property.

Pending Applications

The City submitted several applications that are pending notice of award at the time of this report:

- Federal Emergency Management Agency Fire Prevention & Safety Grant application for a Smoke and CO Detector Installation program to provide education and install detectors in eligible residences.
- Congestion Mitigation and Air Quality (CMAQ) Improvement Project grant to purchase route management software that will streamline the operations of the Department of Public Works fleet.
- DEEP Recycling Rewards grant for the purchase of replacement roll-off containers.

Community Development

The U.S. Department of Housing and Urban Development funds the annual Community Development Block Grant to the City of Bristol. The BDA develops a Five-Year Consolidated Plan and subsequent Annual Plan updates to determine how best to utilize funds for the benefit of Bristol and its residents.

For 2014-2015, CDBG funds were allocated for the BDA Housing Rehabilitation program. The Public Services funded were Christian Fellowship Center for meals and groceries; St. Vincent DePaul Mission for transitional living services to women with children; the Bristol Boys and Girls Club for youth at Cambridge Park; and Bristol Community Organization for case management. With program income and by re-programming funds, BDA was able to provide assistance for three projects in the West End Neighborhood Target area:

- Sidewalk and Streetscape Replacement in the West End Target area
- McCabe-Waters Little League safety improvements
- Demolition: specifically the former Sabino's Restaurant

Five additional projects were approved for the Bristol community:

- Replacement of the Emergency Fire Alarm Panel at Komanetsky Estates
- Underground oil tank removal with interior tank placement at the Bristol Historical Society
- Window replacement at the Bristol Adult Resource Center (BARC)
- Roof replacement at the Beulah A.M.E. Zion Church
- HVAC system upgrades at the Carousel Museum.

A new Five-Year Consolidated Plan was submitted to HUD for 2015-2020, along with the first Annual Action Plan, 2015-2016. During these next five years, CDBG funds will evaluate all proposals and fund the activities that make the best use of decreasing federal funds. Priorities to guide funding allocations were established and ranked as: 1) Housing Rehabilitation; 2) Public Services;

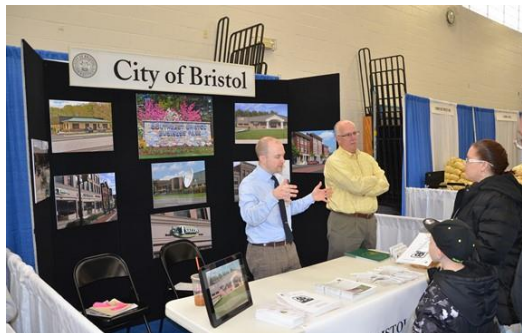
Special Revenue Funds – (continued)

3) Target Areas: West End Neighborhood and Summer Street Area; 4) Public Facilities; and 5) Economic Development.

Fiscal Year 2016 Major Service Level Goals

The BDA will continue to take advantage of economic development opportunities to ensure a strong local tax base, to increase employment opportunities, and to offer Bristol residents a variety of quality retail options.

- Economic Development: The BDA will continue outreach initiatives to attract industrial, retail, office, and other commercial ventures to the City. This effort includes a focus on the Southeast Bristol Business Park and investigating economic development opportunities for Brownfields. The BDA will promote local grant/tax incentives as well as provide guidance on State, Federal, and other assistance available to new/expanding businesses. The BDA will continue and expand the popular *BDA Buzz* newsletter and work closely with the Central Connecticut Chambers of Commerce on a new marketing initiative to promote the City of Bristol.
- Downtown and West End: The BDA will continue its positive relationship with downtown businesses to ensure the success of downtown redevelopment. This includes promoting local business incentives specific to the downtown area and working with City departments and local organizations on various events to promote the downtown area. Commercial building owners and/or business owners in the Downtown/West End areas will take advantage of the façade improvement grant program.
- Grants: Grants staff will serve as the points of contact for ongoing grant-funded projects and will aggressively seek grant funds for City projects and services, including regional opportunities.
- Community Development: The BDA will administer, monitor, and report on CDBG activities to the City of Bristol and the U.S. Department of Housing and Urban Development. Various City departments and community organizations have stepped up efforts to end homelessness in Bristol. BDA is part of the strategy, as it works in collaboration with the community services available. The Annual Action Plan for 2015-16 includes CDBG allocations to:
 - Continue providing Housing Rehabilitation assistance
 - Support public service programs: Transitional housing for women and children at St. Vincent DePaul; outreach to youth at Cambridge Park; soup kitchen/pantry at Christian Fellowship Center Storehouse; case management at Bristol Community Organization to access CT Department of Social Services benefits; and Prudence Crandall for operating expenses.
 - Assist public facilities with improvements: Roof replacement at the Lake Avenue Bristol Adult Resource Center (BARC); and architectural/engineering services for the Shepard Meadows Therapeutic Riding Center.



**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Long Term Goals

- Economic Development: The BDA will help develop the remaining 36 acres of the Southeast Bristol Business Park and assist in the relocation and expansion of companies of all types. While the BDA will continue to grow Bristol's strong manufacturing base, the department will seek to attract a minimum of five companies each year working in other industries, such as bioscience, insurance, data management, and others. The BDA will assist in the planning and redevelopment of downtown Bristol and will undertake several marketing initiatives, including further enhancing the website, exploring the use of social media for economic development, and assisting in the implementation of branding strategies with the Central Connecticut Chambers of Commerce.
- Grants: The BDA will continue to identify outside funding opportunities and coordinate funding needs that meet the requirements of the City of Bristol's functional areas and departments.
- Community Development: The BDA will continue to provide Housing Rehabilitation grants to Bristol homeowners. Such assistance prevents blight conditions and preserves the housing stock throughout the City. These grants allow low-to-moderate-income homeowners to remain in their homes. With additional Federal and/or State funds, BDA could also target specific areas or neighborhoods for concentrated community development support. Funding will be sought to supplement Federal CDBG funds as opportunities are offered through the State of Connecticut Department of Economic and Community Development and the State of Connecticut Department of Housing. The BDA staff and the Fair Housing Officer will make further strides in addressing impediments to fair housing choice, including delivery of ongoing informational presentations and reviewing zoning and housing codes.

Expenditure and Position Summary

	2014 Actual	2015 Estimated	2016 Budgeted
Salary Expenditures	\$268,439	\$362,510	\$368,262
Full time Positions	6	6	6

Budget Highlights

104 BRISTOL DEVELOPMENT AUTHORITY REVENUE

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
1044101 BDA- CITYSHARE							
490001		TRANSFER IN GENERAL FUND	\$364,555	\$350,300	\$350,300	\$353,870	\$353,870
		TOTAL BDA- CITYSHARE	\$364,555	\$350,300	\$350,300	\$353,870	\$353,870
1044103 BDA- CDBG- ADMINISTRATION							
431025		CDBG ENTITLEMENT	\$464,516	\$546,539	\$546,539	\$551,300	\$551,304
431083		REPROGRAMMING FUNDS CDBG	0	45,228	45,228	18,779	18,779
431084		PROGRAM INCOME	30,292	42,102	42,102	13,441	13,441
		TOTAL BDA- CDBG- ADMINISTRATION	\$494,808	\$633,869	\$633,869	\$583,520	\$583,524
		TOTAL BRISTOL DEVELOPMENT AUTHORITY	\$859,363	\$984,169	\$984,169	\$937,390	\$937,394

Program Summaries- Special Revenue Funds

Special Revenue Funds – (continued)

1044101 BDA- CITYSHARE

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
SALARIES							
514000	G2016	REGULAR WAGES	\$129,530	\$229,160	\$229,160	\$229,125	\$229,125
515100	G2016	OVERTIME	479	1,000	1,000	1,000	1,000
517000	G2016	OTHER WAGES	10,813	0	0	0	0
TOTAL SALARIES			\$140,822	\$230,160	\$230,160	\$230,125	\$230,125
CONTRACTUAL SERVICES							
531000	G2016	PROFESSIONAL FEES AND SERVICES	\$7,860	\$1,500	\$1,500	\$1,500	\$1,500
543000	G2016	REPAIRS AND MAINTENANCE	288	150	150	150	150
553000	G2016	TELEPHONE	73	150	150	150	150
553100	G2016	POSTAGE	519	1,000	1,000	1,000	1,000
554000	G2016	TRAVEL REIMBURSEMENT	107	1,500	1,500	1,000	1,000
555000	G2016	PRINTING AND BINDING	1,188	2,000	2,000	2,000	2,000
557700	G2016	ADVERTISING	14,404	20,000	20,000	18,000	18,000
581120	G2016	CONFERENCES AND MEMBERSHIPS	1,949	3,000	3,000	3,000	3,000
581260	G2016	MISCELLANEOUS PROMOTIONS	1,036	1,000	1,000	1,000	1,000
581270	G2016	TRADE SHOWS	2,688	1,200	1,200	1,200	1,200
587467	G2016	DOWNTOWN REVITALIZATION ACTIVITIES	0	3,500	3,500	6,850	6,850
TOTAL CONTRACTUAL SERVICES			\$30,112	\$35,000	\$35,000	\$35,850	\$35,850
BENEFITS							
520000	G2016	EMPLOYEE BENEFITS	\$126	\$0	\$0	\$0	\$0
520100	G2016	LIFE INSURANCE	190	445	445	300	300
520500	G2016	DISABILITY INSURANCE	64	180	180	95	95
520700	G2016	F.I.C.A	8,496	14,215	14,215	14,205	14,205
520750	G2016	MEDICARE INSURANCE	1,987	3,325	3,325	3,325	3,325
TOTAL BENEFITS			\$10,863	\$18,165	\$18,165	\$17,925	\$17,925
SUPPLIES AND MATERIALS							
561800	G2016	PROGRAM SUPPLIES	\$669	\$1,500	\$1,500	\$1,500	\$1,500
569000	G2016	OFFICE SUPPLIES	1,346	1,600	1,600	1,600	1,600
TOTAL SUPPLIES AND MATERIALS			\$2,015	\$3,100	\$3,100	\$3,100	\$3,100
OPERATING TRANSFERS OUT							
591500	G2016	TRANSFER TO INTERNAL SERVICE	\$37,175	\$63,875	\$63,875	\$66,870	\$66,870
TOTAL OPERATING TRANSFERS OUT			\$37,175	\$63,875	\$63,875	\$66,870	\$66,870
TOTAL BDA- CITYSHARE			\$220,987	\$350,300	\$350,300	\$353,870	\$353,870



BDA BUZZ

A Newsletter of the Bristol Development Authority SPRING 2015

Wanted: Dynamic Entrepreneurs

The City of Bristol is preparing to launch a business plan competition aimed at attracting innovative startup companies. In the coming months, StartUP Bristol will make the area's most talented entrepreneurs to apply for grant awards to grow their businesses right here in the Main City. City officials expect this pilot project to have far-reaching economic benefits.

First, StartUP Bristol presents an opportunity to seed dynamic companies that will choose Bristol as their long-term home. Simply put, Bristol wants to build long-term relationships with great companies.

Second, StartUP Bristol is designed to diversify Bristol's economic base. The City's manufacturing sector is growing, ESPN has never been stronger, and Rhode Island is filling in all cylinders. Yet, Bristol is not content to be held back by Internet-based firms, tech companies, and other niche businesses. The program is designed to attract:

Third, StartUP Bristol seeks the potential for creating tax revenue and long-term jobs for City residents.

Fourth, StartUP Bristol is putting the state's business community on notice: Bristol is looking outside of the box to strengthen its business landscape.

As part of the project, the City is working with Connecticut Innovations (CI), the leading source of financing and ongoing support for Connecticut's innovative, growing companies. CI has experience identifying similar business plan competitions, with access to the venture capital investment community. With CI's assistance, Bristol will ensure that StartUP Bristol reaches deep into the State's thriving startup economy, ensuring a robust applicant pool and the potential for outside investor interest.

"Bristol is taking an important step as a leader in the region when it comes to attracting and supporting high-potential early stage companies," says Eric St. Pierre, a Bristol resident and co-founder of PaveTech, an innovative online platform that helps restaurants save time and money by simplifying the online ordering process.

If you're a growing, dynamic company looking for a home, you should talk with Bristol first.

In addition to assistance from CI, Mayor Ken Cockayne recently appointed several local entrepreneurs to serve on the StartUP Bristol Task Force. What makes this group unique is that each member is an experienced entrepreneur in his or her own right. These folks have done it before: landed venture capital on successful start-ups, opened up profitable, replicated online audiences, and much more.

"I'm so excited about being a part of StartUP Bristol because it serves as a home to start the life of economic development in Bristol," explains Kathy Faber, owner of Kathy Faber Design, one of the City's most successful high-end retailers. "The program is an opportunity to add to the City's core group of successful independent businesses."

Adam van Goolen is a local resident and the owner of Onyx Sports Company, which produces the popular Onyx Moon-jump line of ultra-american recreation. Van Goolen jumped at the chance to join the StartUP Bristol Task Force. "The City is sending a clear message to entrepreneurs of all ages, levels, ages, and backgrounds that we welcome innovation and creation in Bristol," he says. "These qualities will help build the future that residents are proud of Bristol, as well as an employment base for the future."

Continued on page 4



In This Issue

- Diversity in Bristol's Business Community
- Saving Money with Renewable Energy
- Workforce Training
- Tuning@Bristol Celebrates Anniversary
- Available Restaurant Space

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

1044102 BDA- REHABILITATION PRESERVATION			PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
OBJECT	PROJECT	DESCRIPTION					
SALARIES							
514000	G2016	REGULAR WAGES	\$56,134	\$59,105	\$59,105	\$61,115	\$61,117
515100	G2016	OVERTIME- BDA REHAB	343	300	300	400	400
517000	G2016	OTHER WAGES	642	0	0	0	0
TOTAL SALARIES			\$57,119	\$59,405	\$59,405	\$61,515	\$61,517
CONTRACTUAL SERVICES							
554000	G2016	TRAVEL REIMBURSEMENT	\$829	\$800	\$800	\$1,000	\$1,000
TOTAL CONTRACTUAL SERVICES			\$829	\$800	\$800	\$1,000	\$1,000
BENEFITS							
520100	G2016	LIFE INSURANCE	\$50	\$50	\$50	\$50	\$50
520500	G2016	DISABILITY INSURANCE	22	46	46	25	25
520700	G2016	F.I.C.A.	3,434	3,665	3,665	3,790	3,790
520750	G2016	MEDICARE INSURANCE	803	860	860	890	890
TOTAL BENEFITS			\$4,309	\$4,621	\$4,621	\$4,755	\$4,755
CAPITAL OUTLAY							
579999		2015 EQUIPMENT REQUEST	\$0	\$0	\$0	\$1,500	\$1,500
TOTAL CAPITAL OUTLAY			\$0	\$0	\$0	\$1,500	\$1,500
OTHER/MISCELLANEOUS							
587100	G2016	RESIDENTIAL REHABILITATION	\$0	\$0	\$0	\$0	\$270,000
TOTAL OTHER/MISCELLANEOUS			\$0	\$0	\$0	\$0	\$270,000
OPERATING TRANSFERS OUT							
591500	G2016	TRANSFER TO INTERNAL SERVICE	\$20,760	\$25,190	\$25,190	\$19,840	\$19,840
TOTAL OPERATING TRANSFERS OUT			\$20,760	\$25,190	\$25,190	\$19,840	\$19,840
TOTAL BDA- REHABILITATION			\$83,017	\$90,016	\$90,016	\$87,110	\$358,612



**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

1044103 BDA- CDBG- ADMINISTRATION

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
SALARIES							
514000	G2016	REGULAR WAGES	\$70,498	\$72,445	\$72,445	\$76,120	\$76,120
515100	G2016	OVERTIME	0	500	500	500	500
TOTAL SALARIES			\$70,498	\$72,945	\$72,945	\$76,620	\$76,620
CONTRACTUAL SERVICES							
531000	G2016	PROFESSIONAL FEES AND SERVICES	\$0	\$2,000	\$2,000	\$2,000	\$2,000
553000	G2016	TELEPHONE	1	50	50	50	50
553100	G2016	POSTAGE	245	400	400	400	400
554000	G2016	TRAVEL REIMBURSEMENT	148	825	825	895	895
555000	G2016	PRINTING AND BINDING	600	150	150	600	600
557700	G2016	ADVERTISING	2,032	3,500	3,500	3,500	3,500
581120	G2016	CONFERENCE AND MEMBERSHIPS	649	1,000	1,000	1,000	1,000
TOTAL CONTRACTUAL SERVICES			\$3,675	\$7,925	\$7,925	\$8,445	\$8,445
BENEFITS							
520000	G2016	EMPLOYEE BENEFITS	\$0	\$0	\$0	\$0	\$0
520100	G2016	LIFE INSURANCE	84	135	135	90	90
520500	G2016	DISABILITY INSURANCE	24	55	55	30	30
520700	G2016	F.I.C.A.	4,314	4,495	4,495	4,720	4,720
520750	G2016	MEDICARE INSURANCE	1,009	1,055	1,055	1,105	1,105
TOTAL BENEFITS			\$5,431	\$5,740	\$5,740	\$5,945	\$5,945
SUPPLIES AND MATERIALS							
561800	G2016	PROGRAM SUPPLIES	\$45	\$1,160	\$1,160	\$1,160	\$1,160
569000	G2016	OFFICE SUPPLIES	629	1,410	1,410	1,410	1,410
TOTAL SUPPLIES AND MATERIALS			\$674	\$2,570	\$2,570	\$2,570	\$2,570
MISCELLANEOUS							
587902	G2016	FAIR HOUSING	\$205	\$3,000	\$3,000	\$3,000	\$3,000
TOTAL MISCELLANEOUS			\$205	\$3,000	\$3,000	\$3,000	\$3,000
OPERATING TRANSFERS OUT							
591500	G2016	TRANSFER TO INTERNAL SERVICE	\$8,237	\$11,045	\$11,045	\$10,975	\$10,975
TOTAL OPERATING TRANSFERS OUT			\$8,237	\$11,045	\$11,045	\$10,975	\$10,975
TOTAL BDA- CDBG- ADMINISTRATION			\$88,720	\$103,225	\$103,225	\$107,555	\$107,555

1044104 BDA- PUBLIC SERVICE GRANTS

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
MISCELLANEOUS							
585011	G2015	ST. VINCENT DEPAUL	\$24,000	\$22,500	\$22,500	\$22,500	\$22,500
585013	G2016	PRUDENCE CRANDALL	4,000	0	0	5,000	5,000
585,014	G2014	YWCA SEXUAL ASSUALT	3,000	0	0	0	\$0
585104	G2015	SOUP KITCHEN	13,000	11,000	11,000	9,000	9,000
585116	G2015	BOYS AND GIRLS CLUB- OUTREACH PROGRAM	30,000	30,000	30,000	28,000	28,000
585156	G2015	BCO CASE MANAGER	0	24,500	24,500	20,000	20,000
TOTAL MISCELLANEOUS			\$46,000	\$65,500	\$65,500	\$57,000	\$84,500
TOTAL BDA- PUBLIC SERVICE GRANTS			\$46,000	\$65,500	\$65,500	\$57,000	\$84,500

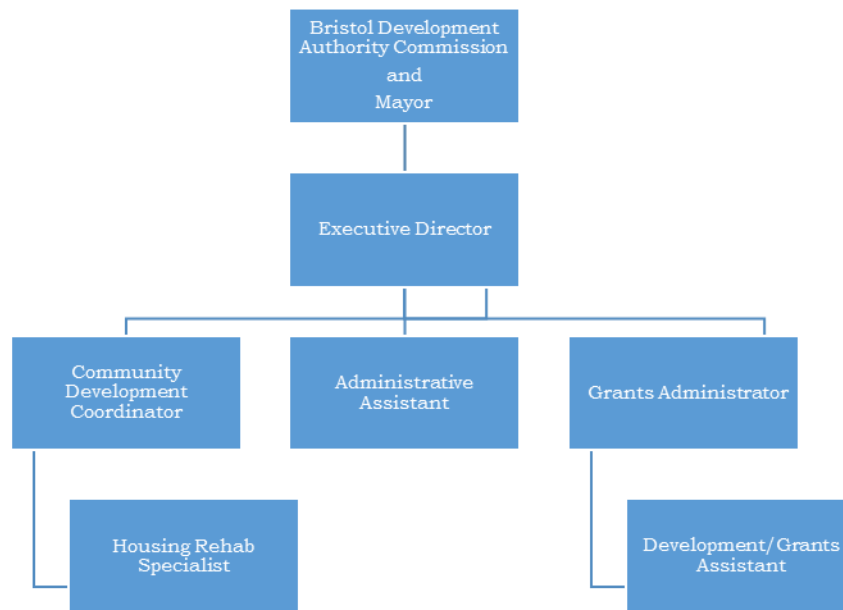
**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

1044105 BDA- CDBG PROJECTS

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
MISCELLANEOUS							
587110	G2014	COMMERCIAL REHABILITATION	\$19,042	\$0	\$0	\$0	\$0
587314	G2015	WEST END- SIDEWALK REPLACEMENT	0	51,150	51,150	0	0
587318	G2015	DEMOLITION	0	90,000	90,000	0	0
587319	G2015	MCCABE-WATERS LITTLE LEAGUE SAFETY	0	10,000	10,000	0	0
587320	G2015	KOMENETSKY/BONNIE ACRES HOUSING	0	18,000	18,000	0	0
587321	G2015	BARC WINDOWS, ADMIN AREAS	0	7,000	7,000	0	0
587322	G2015	BARC WINDOWS- GENERAL FACILITY AREA	0	7,000	7,000	0	0
587325	G2015	BHS- OIL TANK	0	10,000	10,000	0	0
587326	G2015	N.E. CAROUSEL MUSEUM ROOF	0	20,000	20,000	0	0
587327	G2015	BEULAH AME ZION CHURCH ROOF	0	10,000	10,000	0	0
	G2016	BRISTOL - ARC LAKE AVE ROOF	0	0	0	26,355	26,357
	G2016	SHEPARD MEADOWS THERAPEUTIC RIDING CENTER	0	0	0	6,500	6,500
TOTAL MISCELLANEOUS			\$19,042	\$223,150	\$223,150	\$32,855	\$32,857
TOTAL BDA- CDBG PROJECTS			\$19,042	\$223,150	\$223,150	\$32,855	\$32,857

Organizational Chart



Bristol Development Authority Board

Term

Mayor Ken Cockayne, Chairman	
Howard T. Schmelder, Vice-Chairman	12/2016
Mary Fortier, City Council Liaison	11/2015
Thomas Hick	02/2019
Charles Cyr	12/2017
Marvin Goldwasser	12/2016
John Lafreniere	12/2019
Michael Rivers	12/2019
Mayra I. Sampson	12/2017

SEWER OPERATING & ASSESSMENT FUND

Brian Fowkes, Manager
75 Battisto Road
Office: (860) 584-3821
brianfowkes@bristolct.gov

Service Narrative

The Water Pollution Control Division of the Public Works Department is accounted for in the Sewer Operating and Assessment Fund and is charged with the operation and maintenance of the City's Wastewater collection and treatment facilities. The Division provides sanitary sewer collection and treatment services to approximately 92% of the City's populated area. The Division operates and maintains an advanced wastewater reclamation plant with 10.75 MGD capacity, 15 pumping stations, 238 miles of sewer lines and 5,660 manholes. The Division also provides administrative services for the operation, oversees sewer usage billing performed by the City's Water Department and develops long term planning to assure the operation will meet the future needs of the Community. In accordance with State and Federal regulations the Division is required to maintain a Capital Reserve Fund adequately funded to meet the financial demands of all Facility upgrades, modifications and capital equipment replacement.

Fiscal Year 2015 Major Service Level Accomplishments

- Completed major construction contracts to rehabilitate deteriorated sanitary sewers to reduce Infiltration and Inflow entering the City's sanitary sewer collection system. Continued internal sewer rehabilitation program to test and grout seal the City's aging underground pipe network.
- In conjunction with our consultant, the division completed the design of a Phosphorus reduction upgrade to the treatment facility to meet the upcoming DEP and EPA treatment standards, and received construction bids.

Fiscal Year 2016 Major Service Level Goals

- Begin construction of a major treatment facility upgrade to reduce phosphorus concentration in the facility effluent. Phosphorus content is a contributing factor to excess algae growth in fresh water rivers and impoundments.

Performance Measures

Quantitative:

ACTIVITY	2013-2014 Actual	2014-2015 Estimated	2015-2016 Projected
Treatment Operations Activity			
Wastewater Treated	3.25 billion gals	2.59 billion gals	3.0 billion gals
Solids Processed	7,200 wet tons	7,300 wet tons	7,200 wet tons

Expenditure & Position Summary

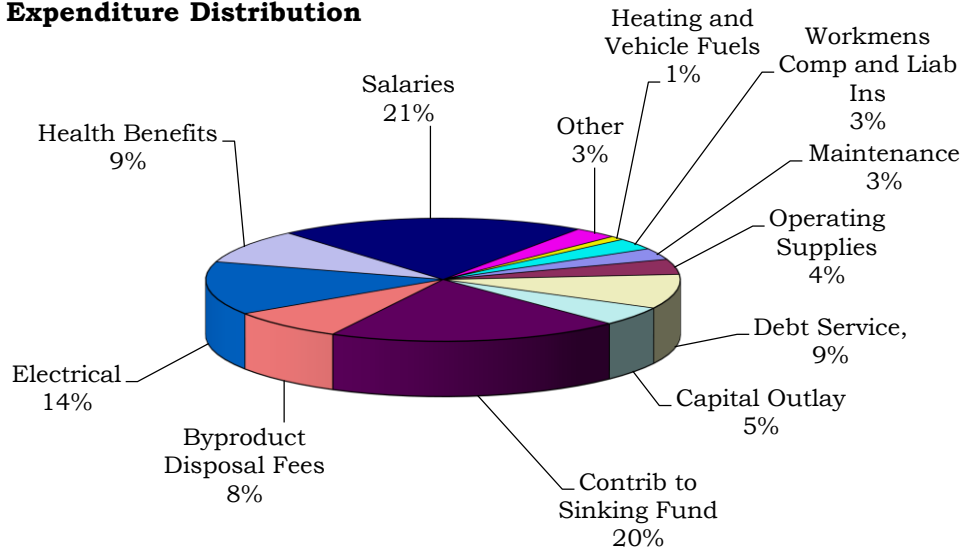
	2014 Actual	2015 Estimated	2016 Budget
Salary	\$1,093,640	\$1,154,710	\$1,367,560
Full Time Positions	23	22	23

Note: The current level of staffing has been reduced from 40 positions in 1990.

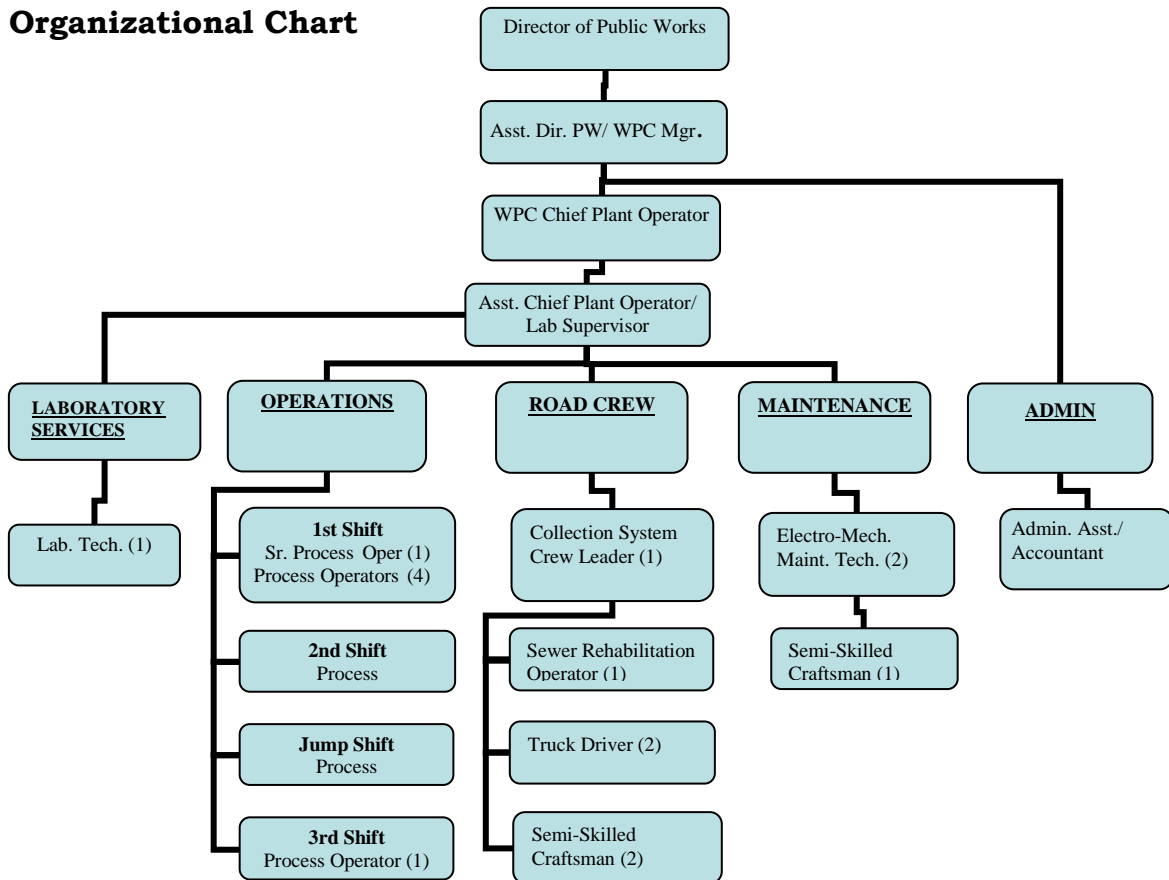
**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Expenditure Distribution



Organizational Chart



**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Budget Highlights

Total Operating Budget for fiscal year 2015-2016 is \$6,227,500. Capital Outlay requests of \$309,000 include vehicle purchases and equipment replacements at the treatment plant and pump stations.

The proposed budget includes funding to the Division's capital equipment and infrastructure programs to provide adequate financial resources for Division's commitment to Sanitary Sewer Overflow Prevention, Infiltration and Inflow Reduction and the State and Federal mandate for phosphorus treatment.

1183014 WATER POLLUTION CONTROL REVENUE

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
TAXES & PRIOR LEVIES							
410003		ASSESSMENTS-INTEREST, LIENS & PENALTIES	\$2,595	\$3,000	\$3,000	\$3,000	\$3,000
		TOTAL TAXES & PRIOR LEVIES	\$2,595	\$3,000	\$3,000	\$3,000	\$3,000
FINES/FEES							
422005		CUSTOMER DUMPING FEES	\$56,156	\$65,000	\$65,000	\$60,000	\$60,000
422006		UNMETERED COMMERCIAL SEWER USER FEES	1,338,865	1,378,000	1,378,000	1,452,000	1,452,000
422007		UNMETERED DOMESTIC SEWER USER FEES	3,629,706	3,849,000	3,849,000	4,081,000	4,081,000
422008		UNMETERED FACTORY SEWER USER FEES	187,849	174,000	174,000	204,000	204,000
422009		UNMETERED PUBLIC SEWER USER FEES	246,388	267,000	267,000	275,000	275,000
		TOTAL FINES/FEES	\$5,458,964	\$5,733,000	\$5,733,000	\$6,072,000	\$6,072,000
LICENSE, PERMITS, FEES							
442015		SEWER CONNECTION PERMITS	\$115,956	\$40,000	\$40,000	\$40,000	\$40,000
		TOTAL LICENSE, PERMITS, FEES	\$115,956	\$40,000	\$40,000	\$40,000	\$40,000
CHARGES FOR SERVICES							
402000		SEWER ASSESSMENTS & ADJUSTMENTS	\$41,245	\$20,000	\$20,000	\$20,000	\$20,000
		TOTAL CHARGES FOR SERVICES	\$41,245	\$20,000	\$20,000	\$20,000	\$20,000
INVESTMENT EARNINGS							
1E+06	460000	INTEREST INCOME	\$6,849	\$10,000	\$10,000	\$10,000	\$10,000
		TOTAL INVESTMENT EARNINGS	\$6,849	\$10,000	\$10,000	\$10,000	\$10,000
OTHER/MISCELLANEOUS REVENUE							
454001		MISCELLANEOUS- OTHER	8,493	7,200	7,200	8,500	8,500
454008		MISCELLANEOUS-UTILITY REVENUE	7,856	7,000	7,000	7,000	7,000
461002		BUDGETARY FUND BALANCE UNRESTRICTED	0	0	119,000	0	0
461002	15019	BUDGETARY FUND BALANCE UNRESTRICTED	0	0	16,750	0	0
480013		MISCELLANEOUS REVENUE LIENS	11,400	15,000	15,000	12,000	12,000
480014		MISCELLANEOUS PENALTIES SEWER USER	65,255	48,000	48,000	55,000	55,000
		TOTAL OTHER/MISCELLANEOUS	\$93,004	\$77,200	\$212,950	\$82,500	\$82,500
		TOTAL WATER POLLUTION CONTROL	\$5,718,613	\$5,883,200	\$6,018,950	\$6,227,500	\$6,227,500

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

1183014		WATER POLLUTION CONTROL EXPENDITURES					
OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
SALARIES							
514000	13901	REGULAR WAGES	\$989,514	\$1,157,620	\$1,076,620	\$1,268,150	\$1,268,150
515100		OVERTIME	42,892	52,900	52,900	65,300	65,300
515100		OVERTIME	0	0	0	0	0
517000		OTHER WAGES	61,234	25,190	25,190	34,110	34,110
TOTAL SALARIES			\$1,093,640	\$1,235,710	\$1,154,710	\$1,367,560	\$1,367,560
CONTRACTURAL SERVICES							
531000	15019	PROFESSIONAL FEES AND SERVICES	\$5,454	\$65,000	\$65,124	\$65,000	\$65,000
531150		ADMINISTRATIVE FEES	61,420	65,000	65,000	67,000	67,000
541000		PUBLIC UTILITIES	837,879	790,000	790,000	810,000	810,000
541100		WATER AND SEWER CHARGES	8,923	11,600	11,600	11,000	11,000
542120		TIPPING FEES	459,391	490,000	490,000	480,000	480,000
542140		REFUSE	231	400	400	500	500
543000		REPAIRS AND MAINTENANCE	51,036	50,000	63,326	60,000	60,000
543011		COL SYSTEM	0	0	33,500	35,000	35,000
543100		MOTOR VEHICLE SERVICE AND REPAIR	2,717	1,500	6,000	5,000	5,000
543110		MAJOR REPAIRS	158,013	75,000	181,606	122,900	122,900
543100		MAJOR REPAIRS	0	0	16,750	0	0
544400		RENTS AND LEASES	11,933	2,000	9,761	3,500	3,500
553000		TELEPHONE	1,893	1,500	2,800	1,500	1,500
553100		POSTAGE	92	400	400	400	400
554000		TRAVEL REIMBURSEMENT	18	120	120	120	120
555000		PRINTING AND BINDING	116	150	150	150	150
557700		ADVERTISING	681	800	919	800	800
581120	CONFERENCES AND MEMBERSHIPS	0	150	150	150	150	
581135	SCHOOLING AND EDUCATION	638	1,800	1,800	1,800	1,800	
581280	LIEN FEES	9,970	9,500	9,500	10,000	10,000	
589100	MISCELLANEOUS	6,780	7,200	8,400	8,400	8,400	
TOTAL CONTRACTURAL SERVICES			\$1,617,185	\$1,572,120	\$1,757,306	\$1,683,220	\$1,683,220
BENEFITS							
520100	14C12	LIFE INSURANCE	1,065	1,210	1,210	1,210	1,210
520400		WORKERS' COMPENSATION	80,000	80,000	80,000	151,000	151,000
520500		DISABILITY	477	1,035	1,035	1,020	1,020
520700		F.I.C.A.	66,119	76,090	76,090	84,135	84,135
520750		MEDICARE INSURANCE	15,464	17,795	17,795	19,675	19,675
520905		GENERAL CITY RETIREMENT	2,965	2,900	2,900	0	0
591300		TRANSFER CAPITAL	68,000	0	0	0	0
591517		TRANSFER OUT W/C	(80,000)	0	0	0	0
TOTAL BENEFITS			\$154,090	\$179,030	\$179,030	\$257,040	\$257,040
SUPPLIES AND MATERIALS							
561150		LABORATORY SUPPLIES	\$7,138	\$10,500	\$16,261	\$11,000	\$11,000
561400		MAINTENANCE SUPPLIES AND MATERIALS	206,799	190,000	264,945	220,000	220,000
561800		PROGRAM SUPPLIES	41,788	50,000	54,109	52,000	52,000
562200		NATURAL GAS	43,855	34,000	34,000	36,000	36,000
562600		MOTOR FUELS	17,986	23,000	23,000	18,000	18,000
563000		MOTOR VEHICLE PARTS	2,237	2,800	6,331	3,000	3,000
563100		TIRES TUBES AND CHAINS	4,323	2,000	2,083	2,000	2,000
569000		OFFICE SUPPLIES	1,417	1,600	1,600	1,600	1,600
TOTAL SUPPLIES AND MATERIALS			\$325,543	\$313,900	\$402,329	\$343,600	\$343,600

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

OBJECT	PROJECT	DESCRIPTION	2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
CAPITAL OUTLAY							
570200	15009	JULIA ROOF	\$0	\$0	\$10,000	\$0	\$0
570200	15011	ROOF REPLACEMENT	0	0	180,000	0	0
570300	14005	REBUILD SCREW PUMP GEAR REDUCER	27,153	0	0	0	0
570400	13031	DUMP BODY	2,954	0	0	0	0
570400	14006	NITROGEN PROCESS TANK MIXERS	21,852	0	4,748	0	0
570400	14007	NITROGEN RECIRCULATION PUMPS	41,186	0	0	0	0
570400	14008	PUMP REPLACEMENTS- LAKE AVENUE	0	0	50,000	0	0
570400	14009	PUMP REPLACEMENTS- CROSS STREET	16,704	0	18,296	0	0
570400	14010	REPLACE BELT FILTER PRESS CONTROL	19,350	0	0	0	0
570400	14011	SUSPENDED SOLIDS ANALYZER	0	0	6,000	0	0
570400	15010	LAKE AVE	0	0	20,000	0	0
570400	15012	BLOW REPLACEMENT	0	0	15,000	0	0
570400	15013	GENERATOR	0	0	68,000	0	0
570400	15014	BYPASS PUMP	0	0	18,000	0	0
570400	15015	VFD DRIVE	0	0	8,000	0	0
570900	13026	SEWER INSPECTIONS	145,130	0	9,870	0	0
570900	13029	MANHOLE	0	0	20,000	0	0
579999		2015 EQUIPMENT REQUEST	0	319,000	0	309,000	309,000
TOTAL CAPITAL OUTLAY			\$274,329	\$319,000	\$427,914	\$309,000	\$309,000
OTHER/MISCELLANEOUS							
552100		LIABILITY INSURANCE	\$55,035	\$63,500	\$63,500	\$63,500	\$63,500
589000		CONTINGENCY	0	74,845	545	101,690	101,690
589120		REFUNDS OF SEWER USER FEES	16,971	2,500	2,500	2,500	2,500
TOTAL OTHER/ MISCELLANEOUS			\$72,006	\$140,845	\$66,545	\$167,690	\$167,690
OPERATING TRANSFERS OUT							
591001		TRANSFERS TO GENERAL FUND	\$6,243	\$3,000	\$3,000	\$3,000	\$3,000
591126		TRANSFER OUT CLEAN WATER FUND	0	0	0	356,630	\$356,630
591201		TRANSFER OUT DEBT	0	0	0	115,275	\$115,275
591300		TRANSFERS TO CAPITAL PROJECTS	1,603,800	1,686,800	1,686,800	1,226,355	1,226,355
591500		TRANSFERS TO INTERNAL SERVICE	417,790	432,795	432,795	398,130	398,130
TOTAL OPERATING TRANSFERS OUT			\$2,027,833	\$2,122,595	\$2,122,595	\$2,099,390	\$2,099,390
TOTAL WATER POLLUTION CONTROL			\$5,564,626	\$5,883,200	\$6,110,429	\$6,227,500	\$6,227,500



Broad Street Pump Station Construction

SOLID WASTE DISPOSAL FUND

Service Narrative

The Solid Waste Disposal fund is used to account for the operations of the City's solid waste disposal program. Solid waste expenditures made from this fund are used to cover municipal solid waste (MSW) tip fees. This includes all costs for the disposal of City refuse collected curbside by the City's Public Works Solid Waste Division and for MSW deposited at the City of Bristol Solid Waste Transfer Station. This fund is funded by a transfer from the General Fund for City refuse.

Budget Highlights

1213016 SOLID WASTE DISPOSAL FUND REVENUE

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
LICENSE, PERMITS, FEES							
442017		SOLID WASTE DISPOSAL PERMIT	\$15,650	\$10,000	\$10,000	\$0	\$0
TOTAL LICENSE, PERMITS, FEES			\$15,650	\$10,000	\$10,000	\$0	\$0
CHARGES FOR SERVICES							
450114		HAULER CHARGES	\$1,310,767	\$1,234,200	\$1,234,200	\$0	\$0
450303		RECYCLING FEES	0	36,000	36,000	0	0
TOTAL CHARGES FOR SERVICES			\$1,310,767	\$1,270,200	\$1,270,200	\$0	\$0
OTHER/MISCELLANEOUS REVENUE							
480000		CITY OF BRISTOL HOST FEE	\$120,558	\$100,000	\$100,000	\$250,000	\$250,000
TOTAL OTHER/MISCELLANEOUS			\$120,558	\$100,000	\$100,000	\$250,000	\$250,000
OPERATING TRANSFERS IN							
490001		TRANSFER IN GENERAL FUND	\$1,185,850	\$1,028,300	\$1,028,300	\$900,000	\$900,000
TOTAL OPERATING TRANSFERS IN			\$1,185,850	\$1,028,300	\$1,028,300	\$900,000	\$900,000
TOTAL SOLID WASTE DISPOSAL FUND			\$2,632,825	\$2,408,500	\$2,408,500	\$1,150,000	\$1,150,000

1213016 SOLID WASTE DISPOSAL FUND EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
CONTRACTUAL SERVICES							
542140		CITY REFUSE	\$1,211,618	\$1,174,300	\$1,174,300	\$1,150,000	\$1,150,000
542150		PRIVATE HAULER REFUSE	1,315,130	1,234,200	1,234,200	0	0
TOTAL CONTRACTUAL SERVICES			\$2,526,748	\$2,408,500	\$2,408,500	\$1,150,000	\$1,150,000
SOLID WASTE DISPOSAL FUND TOTAL			\$2,526,748	\$2,408,500	\$2,408,500	\$1,150,000	\$1,150,000

SCHOOL LUNCH PROGRAM

Greg Boulanger, Director
Office: (860) 584-7984
gregboulanger@bristolct.gov

Service Narrative

The Bristol School Food Services department operates under the direction of the Bristol Board of Education, Child Nutrition Services and USDA Child Nutrition Programs. The district annually adopts the National School Breakfast, National School Lunch Programs and the CT Healthy Foods Plan. The School Food Service Department complies with all guidelines established by the State of Connecticut Department of Education, Child Nutrition Services.

The department's mission is to provide students with healthy, nutritious and appealing foods in a timely manner and in a pleasant environment every day. We have applied for and received grants to provide fresh fruits and vegetables in our meal choices.

The district enrollment for fiscal year 2014-2015 in grades Kdg-12 was approximately 8,025 students. The food service department served 850,770 total meals during the past school year in the breakfast and lunch programs. This increase is mostly attributable to our kindergarten students participating in a full day program this year. Forty-seven percent of our students qualify for free or reduced price meals. The percentage of meals claimed as Free & Reduced Eligible meals in the National School Lunch Program was 65.0% of all meals served. In addition to the National School Lunch and National School Breakfast Programs, the department also operates a Special Milk Program for kindergarten and preschool children. This year, all of our schools became eligible for severe need funding. This increased reimbursements by nearly \$75,000.

The program receives funding through the Department of Education Child Nutrition Offices through both federal and state reimbursements and grants, as well as through cash sales revenues. The department operates 12 food services sites throughout the district.

Number of Students	Number of Meals Served	Percentage of Students Qualifying for Free/Reduced Lunch	Percentage of All Meals Served to Free/Reduced Lunch Qualified Students
8,025	850,770	47%	65%

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

1275000 SCHOOL LUNCH PROGRAM REVENUES

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
CHARGES FOR SERVICES							
450307		SCHOOL LUNCHES	\$958,200	\$1,005,095	\$1,005,095	\$991,474	\$991,474
450308		OTHER SALES	26,463	22,500	22,500	12,225	12,225
TOTAL CHARGES FOR SERVICES			\$984,663	\$1,027,595	\$1,027,595	\$1,003,699	\$1,003,699
INVESTMENT EARNINGS							
460000		INTEREST INCOME	\$39	\$0	\$0	\$0	\$0
TOTAL INVESTMENT EARNINGS			\$39	\$0	\$0	\$0	\$0
FEDERAL GRANTS							
431007		FEDERAL REIMBURSEMENT	\$1,822,784	\$1,544,595	\$1,544,595	\$1,705,771	\$1,705,771
TOTAL FEDERAL GRANTS			\$1,822,784	\$1,544,595	\$1,544,595	\$1,705,771	\$1,705,771
STATE GRANTS							
432038		MISC. STATE REIMBURSEMENT	\$136,428	\$142,000	\$142,000	\$76,300	\$76,300
TOTAL STATE GRANTS			\$136,428	\$142,000	\$142,000	\$76,300	\$76,300
OPERATING TRANSFERS IN							
490001		TRANSFER IN GENERAL FUND	\$291,746	\$0	\$0	\$0	\$0
TOTAL OPERATING TRANSFERS IN			\$291,746	\$0	\$0	\$0	\$0
TOTAL SCHOOL LUNCH REVENUE			\$3,235,660	\$2,714,190	\$2,714,190	\$2,785,770	\$2,785,770

C4003100 SCHOOL LUNCH PROGRAM EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
SALARIES							
512100		CAFETERIA SUPERVISORS	\$89,641	\$118,255	\$118,255	\$92,250	\$92,250
512110		CAFETERIA WORKERS	1,037,620	901,315	901,315	927,320	927,320
512120		CAFETERIA DRIVERS	3,949	0	0	0	0
512130		REPLACEMENTS	32,058	10,000	10,000	10,000	10,000
TOTAL SALARIES			\$1,163,268	\$1,029,570	\$1,029,570	\$1,029,570	\$1,029,570
BENEFITS							
520100		LIFE INSURANCE	\$1,465	\$0	\$0	\$0	\$0
520500		DISABILITY	3,646	0	0	0	0
520700		FICA	68,508	63,380	63,380	63,380	63,380
520750		MEDICARE	16,142	14,610	14,610	14,610	14,610
TOTAL BENEFITS			\$89,761	\$77,990	\$77,990	\$77,990	\$77,990
CONTRACTUAL SERVICES							
544400		RENTS AND LEASES	0	0	0	15,500	15,500
TOTAL SUPPLIES AND MATERIALS			\$0	\$0	\$0	\$15,500	\$15,500
SUPPLIES AND MATERIALS							
561600		FOOD SUPPLIES	\$1,404,137	\$1,008,830	\$1,008,830	\$1,124,900	\$1,124,900
561700		SCHOOL LUNCH SUPPLIES	149,691	102,820	102,820	102,830	102,830
TOTAL SUPPLIES AND MATERIALS			\$1,553,828	\$1,111,650	\$1,111,650	\$1,227,730	\$1,227,730
OTHER/MISCELLANEOUS							
581500		NON-LUNCH EXPENSE	\$13,731	\$15,000	\$15,000	\$15,000	\$15,000
TOTAL OTHER/MISCELLANEOUS			\$13,731	\$15,000	\$15,000	\$15,000	\$15,000
OPERATING TRANSFERS OUT							
591500		TRANSFER OUT INTERNAL SERVICE	\$415,072	\$479,980	\$479,980	\$419,980	\$419,980
TOTAL OPERATING TRANSFERS OUT			\$415,072	\$479,980	\$479,980	\$419,980	\$419,980
TOTAL SCHOOL LUNCH EXPENDITURES			\$3,235,660	\$2,714,190	\$2,714,190	\$2,785,770	\$2,785,770

PINE LAKE CHALLENGE COURSE FUND

Eileen McNulty, Director
Don Gagliardi, Coordinator
Office: (860) 314-4690
eileenmcnulty@bristolct.gov

Service Narrative

Bristol Youth Services operates a state-of-the-art outdoor challenge course and experiential adventure-based programs. The Pine Lake Challenge Course (PLCC) is nestled in a grove of pine trees on public property within the urban community. The Course consists of more than 40 different elements or stations constructed with a series of ropes, cables, and obstacles in a grove of trees and an abutting playing field, and its facilities spans over seven acres.

The Challenge Course elements are designed to create certain challenges for a group or individuals with the support of a group. The elements and stations can be adapted for comparable adventure-based experiences for individuals with physical disabilities. The elements are designed to test teamwork, communication skills, creativity and the degree of cooperation within the group. Other challenges are intended to challenge an individual's sense of balance, agility, trust, perseverance, and leadership. In addition, adventure programs which involve games, initiatives, and portable elements may be delivered to a group at community locations. All activities are facilitated by professionally trained staff who utilize special skills and techniques to make the experience safe, meaningful, and exciting.

The Pine Lake Challenge Course (PLCC) and Adventure Program was created as a result of community development efforts of the Bristol Community Leadership Team involving schools, youth service bureaus, youth recreational organizations, and public and private non-profit agencies. Construction was made possible through funding received from the Connecticut State Department of Education and donations from businesses and citizens. The primary applications of PLCC programs are to enrich educational and youth service programs and to enhance community collaborations and professional growth. Programs are delivered at the Pine Lake Challenge Course or at schools and community locations.

The Pine Lake Challenge Course and Adventure Program is self-sustaining through revenues generated by user fees.

Fiscal Year 2015 Major Service Level Accomplishments

- Delivered safe and affordable quality programming to children and community members with cultural sensitivity.
- Collaborated with CT Challenge Course Professionals and Managers to conduct trainings and skill refreshers for program facilitators in technical skills on a ropes course, and presentation with cultural sensitivity.
- Passed an annual independent inspection on equipment and grounds and met with reasonable assurance of its soundness and maintenance. A new element was built to replace retired equipment and allow participants increased opportunities for team work using a high element.
- Developed educational lessons aligned with CT educational frameworks and content standards, and delivered successful Vacation Workshops and interdistrict educational programs to support high academic achievement and appreciation of diversity.
- Registered many returning satisfied customers and received several letters of compliment from customers for the design of the program and the professionalism of the staff.
- Offered for the thirteenth year an open enrollment affordable summer program for area youth.

Special Revenue Funds – (continued)

Fiscal Year 2016 Major Service Level Goals

- To offer safe and affordable quality programming to children and community members with cultural sensitivity.
- To maintain equipment and grounds to satisfy annual inspections.
- To maintain the high standard of quality in program delivery by regular training of staff, administrative review of best practice standards and course and equipment maintenance.
- To update policies and operating procedures.
- To recruit and retain a pool of highly skilled professional staff to meet the needs of our clients.
- To market services through producing and distributing publications, updating the website and creating user friendly links, and outreach to potential customer groups.
- To develop sponsors for educational, cultural, positive youth development and remedial programs.

Long Term Goals and Issues

- To continue to serve as a catalyst to foster positive relationships and personal growth for youth and community groups, educational agencies and organizations.
- To maintain the high standard of quality in program delivery by regular training of staff, administrative review of best practice standards and course and equipment maintenance.
- To maintain business being brought into Bristol through the delivery of adventure-based programs to clientele during all weather conditions as scheduled by gaining access to alternative indoor facilities and climbing gymnasium which are properly equipped.
- To participate in an independent review process of equipment condition and maintenance, policies, procedures, record keeping and skill of staff.

Performance Measures

Quantitative:

Fiscal Year	Service Days			Unduplicated Consumer Groups			Total Number of Participants		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
PINE LAKE CHALLENGE COURSE AND ADVENTURE PROGRAM	103	101	104	78	66	83	4,770	5,116	5,795



**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Expenditure and Position Summary

	2014 Actual	2015 Estimated	2016 Budgeted
Salary/Hourly Wage Expenditures	\$115,104	\$130,000	\$127,500
Part-Time Positions	7- 55 Seasonal	7-39 Seasonal	7-40 Seasonal

Budget Highlights

1321032 PINE LAKE CHALLENGE COURSE REVENUE

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
LICENSE, PERMITS, FEES							
422004		CHALLENGE COURSE FEES	\$112,278	\$165,880	\$165,880	\$153,245	\$153,245
		TOTAL LICENSE, PERMITS, FEES	\$112,278	\$165,880	\$165,880	\$153,245	\$153,245
INVESTMENT EARNINGS							
460000		INTEREST INCOME	\$149	\$300	\$300	\$275	\$275
		TOTAL INVESTMENT EARNINGS	\$149	\$300	\$300	\$275	\$275
		TOTAL PINE LAKE CHALLENGE COURSE	\$112,427	\$166,180	\$166,180	\$153,520	\$153,520

1321032 PINE LAKE CHALLENGE COURSE EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
SALARIES							
515200		PART TIME WAGES	\$2,480	\$0	\$0	\$0	\$0
515300		SEASONAL WAGES	112,624	130,000	130,000	\$127,500	\$127,500
		TOTAL SALARIES	\$115,104	\$130,000	\$130,000	\$127,500	\$127,500
CONTRACTUAL SERVICES							
531000		PROFESSIONAL FEES AND SERVICES	\$4,587	\$21,250	\$21,250	\$12,500	\$12,500
543200		EQUIPMENT MAINTENANCE CONTRACTS	3,250	4,030	4,030	4,030	4,030
553000		TELEPHONE	781	840	840	960	960
553100		POSTAGE	138	275	275	275	275
555000		PRINTING AND BINDING	0	500	500	500	500
581135		SCHOOLING AND EDUCATION	280	1,085	1,085	1,155	1,155
		TOTAL CONTRACTUAL SERVICES	\$9,036	\$27,980	\$27,980	\$19,420	\$19,420
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES AND MATERIALS	\$1,985	\$2,750	\$2,750	\$2,000	\$2,000
561800		PROGRAM SUPPLIES	2,531	5,100	5,100	4,250	4,250
569000		OFFICE SUPPLIES	124	350	350	350	350
		TOTAL SUPPLIES AND MATERIALS	\$4,640	\$8,200	\$8,200	\$6,600	\$6,600
		PINE LAKE CHALLENGE COURSE TOTAL	\$128,780	\$166,180	\$166,180	\$153,520	\$153,520

LOCIP PROJECTS FUND

Service Narrative

The LoCIP Projects Fund accounts for the activities of the Local Capital Improvement Projects approved by the State of Connecticut's Office of Policy and Management. This revenue source is budgeted when the Capital Budget is approved. The approved 2016 budget for LoCIP Projects totals \$650,000, which can be viewed at the "Capital Budget Summary" tab, in the Program Profiles section.

Budget Highlights

1341018 LOCIP PROJECTS FUND- REVENUE

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
STATE GRANTS							
432033		STATE OF CONNECTICUT OPM	\$540,000	\$653,000	\$653,000	\$698,000	\$650,000
TOTAL STATE GRANTS			\$540,000	\$653,000	\$653,000	\$698,000	\$650,000
TOTAL LOCIP PROJECTS FUND			\$540,000	\$653,000	\$653,000	\$698,000	\$650,000

134 LOCIP PROJECTS FUND

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
CAPITAL OUTLAY							
570000		LOCIP EXPENDITURES	\$540,000	\$653,000	\$653,000	\$698,000	\$650,000
TOTAL CAPITAL OUTLAY			\$540,000	\$653,000	\$653,000	\$698,000	\$650,000
TOTAL LOCIP PROJECTS FUND			\$540,000	\$653,000	\$653,000	\$698,000	\$650,000

TRANSFER STATION FUND

Service Narrative

The Transfer Station of the Public Works Department functions for the purpose of depositing solid waste, rubbish and recyclables generated in the city by residential property owners, tenants, and commercial entities not meeting the requirements for disposal at the waste-to-energy facility located in Bristol. The Transfer Station will erect an enclosed recycle tip floor to accommodate collected curbside recyclables to maximize hauling efficiency and minimize site litter. The Transfer Station currently accepts recyclables from Wolcott's private hauler.

The Transfer Station is open Monday – Friday 7:15 a.m. – 2:45 p.m. and on Saturday, 7:30 a.m. – 1:00 p.m.

Residential Permit Holders

No charge for Antifreeze, Leaves, Oil, Fluorescent Bulbs, Electronics, Approved Single Stream Recyclable Materials and Metal. If chargeable items are mixed with non-chargeable material, the load will be chargeable.

Payment / Account Process

Each resident will have funds in a Pay As You Throw (PAYT) account. Pre-payment is required on all accounts before access is allowed to the Transfer Station. Once a resident visits the Transfer Station, any cost for the load will be deducted from their account.

Minimum funding to open the account is \$25.00. Once the account balance is below \$10.00, residents will receive a reminder message (on the message boards at the Transfer Station) that funds need to be added to the account. Once funds fall below \$5.00, access to the Transfer Station will be denied until funds are added to the account.

Account in Deficit

If a load brought in to the Transfer Station exceeds the amount on a resident's account, the account will be deactivated and no further access to the Transfer Station will be allowed until the balance is paid in full and additional funds of at least \$10.00 are available on the account.

Payments

No payments will be accepted at the Transfer Station. Credit/debit card or electronic check (using your checking account number and bank routing number) payments for a minimum of \$25.00 can be made online or over the phone. To make a credit/debit card payment on line, visit www.bristolct.gov/payment or click on the Pay Online button on the left side of the City's web page (www.bristolct.gov)

Payments are also accepted at City Hall (Monday to Friday, 8:00 a.m. to 5:00 p.m. at Public Works – Ground Floor) to pay with cash, check or credit/debit card (minimum \$25.00 payment with credit cards) and funds will be available to use immediately.

Adding Funds to the Account

After the initial \$25.00 payment to begin the account, funds may be added to the PAYT on line or at City Hall. Credit Card payments are always a minimum of \$25.00. There is a \$10.00 minimum payment for cash or check brought to City Hall, and funds will be available to use immediately.

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

Fiscal Year 2015 Major Service Level Accomplishments

- Partnered with Supreme Forest Products in managing organic waste
- Composted 1,016 tons of leaves and 1,963 tons of yard waste
- Recycled 2,235 gallons of waste oil, 231 tons of iron, 143 tons of electronics, and 80 tons of corrugated cardboard

Fiscal Year 2016 Major Service Level Goals

- Incorporate new recycling storage/loading building into operations
- Improved site maintenance/repair
- Evaluate permanent on-site screener options

Long Term Goals and Issues

- Become self-funded through efficient operation
- Review and modify PAYT fees
- Maximize material revenue potential

Expenditure and Position Summary

	2014 Actual	2015 Estimated	2016 Budget
Salary Expenditures	\$303,978	\$310,155	\$322,145
Full time Positions	5.5	5.5	5.5

Budget Highlights

136 TRANSFER STATION REVENUE

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
LICENSE, PERMITS, FEES							
422020		RESIDENTIAL PERMIT FEES	\$16,065	\$8,000	\$8,000	\$18,000	\$18,000
422021		COMMERICAL PERMIT FEES	2,500	1,500	1,500	1,500	1,500
450303		RECYCLING	7,101	4,000	4,000	40,000	40,000
450350		CLOTHING	325	300	300	300	300
450351		ALUMINUM	1,214	1,400	1,400	1,400	1,400
450352		IRON METAL	46,422	46,000	46,000	48,000	48,000
450353		BATTERIES	1,997	1,500	1,500	1,500	1,500
450354		COMPOST	4,710	5,000	5,000	0	0
450355		LOAM SALES	48,147	20,000	20,000	10,000	10,000
TOTAL LICENSE, PERMITS, FEES			\$128,481	\$87,700	\$87,700	\$120,700	\$120,700
CHARGES FOR SERVICES							
450356		RECYCLING	\$0	\$0	\$0	\$0	\$0
450356		PAY AS YOU THROW	138,765	250,000	250,000	170,000	170,000
TOTAL CHARGES FOR SERVICES			\$138,765	\$250,000	\$250,000	\$170,000	\$170,000
INVESTMENT EARNINGS							
460000		INTEREST INCOME	\$93	\$0	\$0	\$150	\$150
TOTAL INVESTMENT EARNINGS			\$93	\$0	\$0	\$150	\$150
OTHER FINANCING SOURCES							
470000		BRRFC CONTRIBUTION	\$394,779	\$0	\$0	\$0	\$0
490001		TRANSFER IN GENERAL FUND	0	272,125	272,125	313,105	313,105
TOTAL OTHER FINANCING SOURCES			\$394,779	\$272,125	\$272,125	\$313,105	\$313,105
TOTAL TRANSFER STATION FUND			\$662,118	\$609,825	\$609,825	\$603,955	\$603,955

**Program Summaries-
Special Revenue Funds**

Special Revenue Funds – (continued)

136

TRANSFER STATION FUND EXPENDITURES

OBJECT	PROJECT	DESCRIPTION	PRIOR YEAR ACTUAL 2013-2014	ORIGINAL BUDGET 2014-2015	REVISED BUDGET 2014-2015	BUDGET REQUEST 2015-2016	JOINT BOARD 2015-2016
SALARIES							
514000		REGULAR WAGES	\$255,490	\$260,125	\$260,125	\$273,505	\$273,505
515100		OVERTIME	44,888	47,790	47,790	46,315	46,315
517000		OTHER WAGES	3,600	2,240	2,240	2,325	2,325
TOTAL SALARIES			\$303,978	\$310,155	\$310,155	\$322,145	\$322,145
CONTRACTURAL SERVICES							
531000		PROFESSIONAL FEES	\$1,345	\$1,375	\$1,375	\$1,375	\$1,375
534200		ENVIRONMENTAL	0	5,200	5,200	5,200	5,200
541000		UTILITIES	6,746	8,000	8,000	8,000	8,000
541100		WATER/SEWER	328	450	450	450	450
542101		DISPOSAL	0	6,000	6,000	6,000	6,000
542105		TIRE DISPOSAL	3,300	6,600	6,600	5,500	5,500
542110		FREON	1,053	3,000	3,000	2,500	2,500
542115		BULK WASTE	14,936	18,000	18,000	18,000	18,000
543000		REPAIRS & MAINTENANCE	2,904	13,105	13,105	12,000	12,000
544400		RENTS/LEASE	44,475	75,000	75,000	70,000	70,000
554000		TRAVEL REIMBURSEMENT	0	50	50	50	50
557700		ADVERTISING	0	100	100	0	0
581120		CONFERENCE & MEMBERSHIPS	0	150	150	150	150
581135		SCHOOLING	0	150	150	150	150
TOTAL CONTRACTURAL SERVICES			\$75,087	\$137,180	\$137,180	\$129,375	\$129,375
BENEFITS							
520000		EMPLOYEE BENEFITS	\$0	\$3,560	\$3,560	\$0	\$0
520100		LIFE INSURANCE	302	280	280	280	280
520500		DISABILITY	144	260	260	255	255
520700		F.I.C.A.	18,354	19,230	19,230	19,975	19,975
520750		MEDICARE INSURANCE	4,292	4,495	4,495	4,675	4,675
520905		GENERAL CITY RETIREMENT	0	720	720	0	0
TOTAL BENEFITS			\$23,092	\$28,545	\$28,545	\$25,185	\$25,185
SUPPLIES AND MATERIALS							
561400		MAINTENANCE SUPPLIES	\$500	\$500	\$500	\$500	\$500
561800		PROGRAM SUPPLIES	3,151	6,110	6,110	6,110	6,110
TOTAL SUPPLIES AND MATERIALS			\$3,651	\$6,610	\$6,610	\$6,610	\$6,610
OTHER/MISCELLANEOUS							
589105		CCARD FEES	\$3,880	\$6,825	\$6,825	\$6,825	\$6,825
TOTAL OTHER/ MISCELLANEOUS			\$3,880	\$6,825	\$6,825	\$6,825	\$6,825
OPERATING TRANSFERS OUT							
591500		TRANSFERS TO INTERNAL SERVICE	\$98,606	\$120,510	\$120,510	\$113,815	\$113,815
TOTAL OPERATING TRANSFERS OUT			\$98,606	\$120,510	\$120,510	\$113,815	\$113,815
TOTAL TRANSFER STATION FUND			\$508,294	\$609,825	\$609,825	\$603,955	\$603,955

